

OTR

2 December 1968

MEMORANDUM TO: [REDACTED]  
SUBJECT : Request for Cable Information

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1. Attached is a copy of a memorandum received from the Office of the Cable Secretariat requesting that I provide information from DDS offices, pertaining to reference service requirements and retention period for cables. The information that you provide will assist the Cable Secretariat in evaluating the present retention period for cables as well as determining the means (microfilm or paper copy) of maintaining the reference file.

2. As the results of this study (microfilm versus hard storage copy) will have an effect on storage space in the the Records Center, I would like to provide [REDACTED] with the answers as soon as possible. I would appreciate receiving your reply by 17 December.

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[REDACTED]  
DDS Records Administration Officer

Attachment:

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[REDACTED]  
The Office of Training has no need for the cable reference service. Most cables received by OTR are information copies of messages [REDACTED]. In OTR, cables are kept for a period of six months and then destroyed.

A check [REDACTED] revealed that the Station has had no need to use the cable reference service. The subject matter of [REDACTED] cables is generally of such a transitory nature that there is seldom, if ever, any need to refer to "old" cables.

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[REDACTED]  
OTR, Plans and Management